



MEMORANDUM

TO: Indiana School Superintendents and Principals

FROM: Lee Ann Kwiatkowski, Director of Differentiated Learning

DATE: March 6, 2009

SUBJECT: Certified Position Highly Qualified (HQ) Verification Data Collection for School Year 2008-2009

As a requirement for obtaining federal approval of its Highly Qualified Teacher Plan Extension, the Indiana Department of Education is required to ensure that each school corporation has plans in place to assist non-highly qualified public school teachers in meeting the highly qualified teacher requirements. Data from each school corporation will be submitted to the Indiana Department of Education via the Application Center. The collection is called "Certified Position HQ Verification" and can be accessed at: <https://ac.doe.state.in.us/AppCenter/>.

Certified Position Highly Qualified Verification

School corporations will view a list of their certified teachers who are not highly qualified (HQ), as reported on the Certified Employee/Certified Professional (CE/CP) October 1, 2008 data collection. This verification is via the Input Screen only. No file transfers will be accepted.

School officials must complete the following:

- Report how non-HQ teachers plan to become highly qualified
- Report whether the teacher will be HQ by September 1, 2009

Directions:

- 1.) Access the Application Center.
- 2.) The Certified Position HQ Verification can only be viewed by the user group 'Employee Administration'; in the Application Center.
- 3.) To view the data in the Application Center, go to Data Transfer > Input Forms > Certified Position HQ Verification.
- 4.) A list of all core academic subjects will be reflected in the search results when you initially go into this application. You may filter (search) by any field represented.
- 5.) At the right-hand side of the list of teachers who are not yet highly qualified, you will see an 'edit' button, which you will click to update your data. Select one of the following from the "HQ Plan" drop down box, depending on whether the teacher teaches elementary or secondary grades:

**Elementary Teachers NOT HQ
(Grades K-6)**

- Pass the required **PRAXIS II** exam
- Complete the **HOUSSE**
- Will be removed from assignment

**Secondary Teachers NOT HQ
(Grades 7-12)**

- Pass the required **PRAXIS II** exam
- Complete the **HOUSSE**
- Complete 24 credit hours in the Core Academic Subject (CAS)
- Earn a master's degree in CAS
- Complete the NBPTS in CAS
- Earn a bachelor's degree in CAS
- Will be removed from assignment

6.) After making updates to the data, click the "Save" Button.

For more information concerning the highly qualified teacher requirements, see Indiana's Highly Qualified Teachers Web site: www.doe.in.gov/hqt. In case of content questions pertaining to the highly qualified teacher requirements, e-mail Becky Johnson at bjohnson@doe.in.gov or Nicole Confer at nconfer@doe.in.gov or call 317-232-0540. For technology questions, please contact Amy Hart (CIS) at 317-232-0808.